

**NEBRASKA NATIONAL GUARD**  
**HUMAN RESOURCES OFFICE**  
**2433 NORTHWEST 24<sup>TH</sup> STREET**  
**LINCOLN, NEBRASKA 68524**

**ACTIVE GUARD RESERVE VACANCY ANNOUNCEMENT**

**Announcement Number:** AGR-AR-26-085

**Closing Date:** 13 May 2026

**Position Title:** Unit Administrative NCO (106)

**Location:** JFHQ, Lincoln, NE

**Military Grade Range:** Minimum SSG/E6 – Maximum SFC/E7

**Military Requirements:** Designated MOS for this position is 42A. Selected individual must become MOS qualified within one year of date of selection. Must be able to obtain and maintain a secret security clearance. Applicants will review the qualifications for the award of this MOS in the Department of the Army Pamphlet (DA PAM) 611-21. Failure to review these qualifications may result in the applicant not being eligible for this position. **Applicants will review the qualifications for the award of this MOS in Department of the Army Pamphlet (DA PAM) 611-21 for further demand rating and qualifications for initial award of MOS. Failure to review these qualifications may result in the applicant not being eligible for the position.**

**Area of Consideration:** All members of the Nebraska Army National Guard and meeting the minimum requirements may submit applications for this position. **All current hiring procedures will be in accordance with NEARNG Selection Process Policy guidelines. Selected AGR candidates from Area 1, 2, and 3 will incur a 24-month stabilization period applicable to future lateral assignments. These candidates will not be eligible for lateral assignment for 24 months from the date of assignment to the advertised position. Selected candidates from Area 4, who begin an initial AGR tour, will incur a 36-month stabilization period applicable to future lateral assignments and a 24-month stabilization period for future promotions. These candidates will not be eligible for lateral assignment for 36 months and will not be eligible for promotion to the next higher grade for 24 months from the date of assignment to the advertised position. Selected candidates who do not meet the maximum grade for which the position is advertised will be able to promote to the maximum grade of the position upon eligibility.**

**Qualified applicants will be referred to the selecting official in the following order.**

**Area 1:** Lateral Transfers of on-board AGR personnel (SFC/E7) MOS 42A qualified.

**Area 2:** Select Train Educate Promote List (STEP) of on-board AGRs CPMOS qualified (SSG/E6, 42A).

**Area 3:** Transfer of on-board AGR personnel who meet military requirements listed above and eligible to obtain 42A MOS (SSG/E6).

**Area 4:** All Soldiers of the Nebraska Army National Guard, or those eligible to become members, who meet the minimum grade requirements.

**General Requirements:**

1. The ability to develop procedural/regulatory guidance.
2. The ability to communicate effectively, both orally and in writing.
3. The ability to work with automation equipment and information technology systems.
4. Experience in consolidating and analyzing data, prioritizing workload, and managing time to meet organizational goals.
5. Knowledge of military training standards and operational procedures.

**Summary of Duties:** Senior Human Resource NCO for JFHQ, responsible for planning and coordinating personnel support to subordinate units. Core responsibilities include personnel management and services, strength and readiness maintenance, personnel accountability, pay, reporting, boards, evaluations, and personnel systems management. Soldier must be proficient in multiple personnel and operational systems, including: IPPS-A, EES, DPRO, ATIS, MEDPROS, MEDCHART, MODS, iPerms, RMS and DTMS. Position is responsible for conducting predictive analysis and anticipating future requirements of JFHQ and coordinating with direct reporting units to the same. Selected individual will maintain and refine the personnel battle rhythm

nested with critical events and reporting requirements. Selected individual must perform at the level of a Senior HR NCO. Additional responsibilities include morale, welfare and recreation and medical readiness and reporting.

## Application Instructions

E-mail may be sent to [nq.ne.nearng.list.hro-agr-job-apps@army.mil](mailto:nq.ne.nearng.list.hro-agr-job-apps@army.mil) with a subject line of "Job Application AGR-AR-\_\_-\_\_ (list job announcement number)". Encrypted emails can be accomplished using DoD Safe at <https://safe.apps.mil>. Electronic applications will be submitted as one PDF attachment named "*Last Name, First Name, AGR-AR-\_\_-\_\_ (list job announcement number)*". Applications submitted in multiple attachments will not be accepted. Applications or attachments which are unreachable or cannot be opened will not be accepted or considered.

**\*Candidates may apply by submitting a completed *Application for Active Guard/Reserve (AGR) Position*, NGB Form 34-1. Reference AR 135-18 Para 2-3 and NGR 600-5 Para 2-4 the following documents must be submitted. Packets without the appropriate documents or a written explanation will not be processed for interviews. Applicants will use the *Application Checklist* to ensure proper documentation is submitted. The *Application Checklist* can be downloaded from the *Nebraska National Guard Opportunities* webpage.**

*To qualify for initial entry in the AGR Program applicants must meet the eligibility requirements in AR 135-18 paragraphs 2-1, 2-2, and 2-3. IAW AR 600-8-2, Flagged ARNG and US Army Reserve (USAR) soldier may not apply for AD or ADT.*

*In order to comply with United States Department of Defense (DoD) requirements and ensure the safety and security of the missions, programs, property and personnel of the Nebraska Military Department and Nebraska National Guard, employees must obtain the appropriate background investigation and maintain the level of security clearance assigned to their respective work.*

*Failure to obtain and maintain the designated type of security clearance/background check required for the respective work, may result in a job offer being rescinded, separation of employment, and/or other actions as may be deemed in the best interest of the agency.*

*Prior to appointment individuals must meet the security clearance requirements for the position or submit the required documents to the Nebraska National Guard Personnel Security Manager for processing the appropriate investigation. Required forms for AGR positions – SF 86, PSIP Initiation Form, Birth Certificate (or other proof of citizenship) and Fingerprints. Technician positions also require the OF 306 and Application/Resume.*

*The use of official mail to forward employment applications is prohibited. Applications submitted using government postage will not be considered.*

*Applications may be submitted by e-mail or hand-delivered to the HRO no later than 1600 hours on the closing date. Applications received after the closing time will not be considered for the position.*

**Hand deliver applications to:** NE National Guard  
Human Resource – AGR Branch  
2433 NW 24th Street  
Lincoln, NE 68524

*The HRO is not responsible for any malfunctions when using electronic means to transmit job applications. Applicants may verify receipt of their application telephonically or via email.*

***The Nebraska National Guard is an equal opportunity employer; we do not discriminate on the basis of race, sex, religion, national origin or ethnicity.***